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ABSTRACT

Guidelines were developed for the use of interlibrary loans at Colorado State University libraries. Procedures are enumerated for borrowing books, journal articles, theses, dissertations, government documents, and technical reports. (EMH)

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INTERLIBRARY LOAN:

A GUIDE FOR ACCESS TO THE WORLD'S LITERATURE

BY

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Fort Collins, Colorado

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WHAT IS INTERLIBRARY LOAN?

Interlibrary Loan (ILL) is the borrowing and lending of materials between libraries all over the world. When you need something which is not available at Colorado State University Libraries, you may make out an ILL request form to request the borrowing of material from another library.

WHO MAY USE INTERLIBRARY LOAN?

The people eligible for using interlibrary loan at C.S.U. are:

1) Faculty, emeritus faculty, and staff members

2) Regularly enrolled students

3) Members of cognate offices which are located on or near the campus (e.g. Rocky Mountain Forest and Range Experiment Station)

4) Medical personnel in the area as a part of the Regional Medical Library Program.

HOW LONG DOES INTERLIBRARY LOAN TAKE?

Usually you should allow ten days to two weeks for receiving material you request. We will get the material for you as quickly as possible, but you cannot depend on having it sooner than this.

As a member of the Regional Libraries Courier Service, we have daily deliveries from libraries in Denver, Boulder, and surrounding communities. This means you may have the material you request the same week if we can obtain it from a nearby library (i.e. University of Colorado, University of Colorado Medical Center, University of Denver, University of Northern Colorado, and Denver Public Library).

You may also use the courier service to return material you check out on your own from one of these libraries.

HOW MUCH DOES INTERLIBRARY LOAN COST?

There is no charge made for book requests or any request involving the loan of the item itself.

There may be a charge for journal requests since a photocopy of the article is frequently sent in lieu of the original and it then becomes the property of the requester. The charge is determined by the library from whom we borrow the periodical article(s).

Colorado State University has a photocopy agreement with the Big Eight Universities, the University of Wyoming, and several other libraries, which allows you to receive a photocopy of an article of 30 pages or less at no cost. (However, articles exceeding 30 pages cost $.10 per page from the first exposure.) Other libraries may charge $.10 or $.15 per page plus a handling fee and/or a minimum charge of $1.00 to $3.00.

There is a space on the ILL journal request card to indicate the maximum amount you would be willing to pay for the article you need. If we are not able to obtain the article for you within your price limit, we will notify you and give an estimate of what it may cost so that you can reconsider your request.

You should plan to pay for any charges on your material when you pick it up with either cash, a check, or an IMO (Intramural Order).

HOW DO I MAKE AN INTERLIBRARY LOAN REQUEST?

ILL request cards are available at the General Reference Desk, Science Reference Desk and in the Interlibrary Loan Office (Room 10 in the basement). There is a white card for periodical requests, a yellow card for book requests, a green card for thesis requests, and a pink card for government documents and technical reports.

Please fill out the cards as completely as possible, including verification, and leave the cards at either of the reference desks or in the Interlibrary Loan Office.

When your material arrives, you will be notified by telephone or mail and then you may pick up your material in the Interlibrary Loan Office. If the material is for "library use only" (this is determined by the lending library), you will be notified that the material has been placed at the Reserve Desk for your use.

WHAT IS VERIFICATION?

Verification is checking the accuracy of your citation by locating it in a standard bibliographical source, e.g. the National Union Catalog of the Library of Congress located in the Identification Room. By locating your citation in a standard source, you not only substantiate that your information is correct, but frequently you find additional information not included in some bibliographies. This data usually gives the exact paging (important for estimating your photocopying cost) and the correct entry, which assures the Libraries staff that the item is not available in C.S.U. Libraries.

IF THE ITEM CANNOT BE VERIFIED in a standard bibliographical source, please submit the complete citation exactly as you found it, together with full identification of your reference source.

The more information you can provide us with, the less time it will take us to process your request.

INSTANT VERIFICATION

BOOKS

1. Check the card catalog carefully (both author and title sections) to be certain that the book is not available in C.S.U. Libraries. If the item you need is missing from our collection, please note this on the request card.

2. Locate a citation to the book in the National Union Catalog of the Library of Congress. (NUC) This reference source is located in the Identification Room, directly across from the General Reference Desk on the first floor.

   NUC is divided into sets by publication date of the material. Check the appropriate years under author, or main entry, of the material you need. Note the exact volume and page of the NUC where you located the entry and write this after "verified in" on your request card. Also, check to be sure that all your information is correct according to the NUC.

   IF YOU CANNOT LOCATE THE ITEM IN THE NUC:

   1) For a very recent imprint check Books in Print (also located in the Identification Room) and note the exact page on which you located the item.

   OR

   2) List the reference where you initially located the citation (e.g. bibliography at the end of a book or journal article) including the page where you found it listed.

3. Turn in your completed request card at either reference desk or to the Interlibrary Loan Office.

JOURNAL ARTICLES

1. Check the journal title in the title side of the card catalog to be sure it is not available at C.S.U. Libraries. This is the best place to catch title changes, supplements, or special issues. The holdings of a given title are listed in the Serials Record section of the card catalog and in the Serials Book Catalog (SBC). Please ask for assistance at either reference desk if you cannot decipher title abbreviations. If the journal you need is either at the bindery or missing, please note this on the request card.

2. Go to the appropriate subject index or abstracting source to locate the correct citation. The following is a list of some of the major indexes available, and although it is not an exhaustive list, it provides an idea of the range of indexes and abstracts available:

Art Index	Chemical Abstracts
Education Index	Biological Abstracts
Business Periodicals Index	Forestry Abstracts
Psychological Abstracts	Bibliography of Agriculture
Humanities and Social Sciences Index	Veterinary Bulletin
Reader's Guide to Periodical Literature	Index Veterinarius
Sociological Abstracts	Index Medicus
MLA Bibliography	Engineering Index

If you are not familiar with the indexes or are in doubt about which one to use, please ask at one of the reference desks for assistance. When you locate the citation you are looking for, list the volume, page and title of the index after "verified in" on your request card.

IF YOU CANNOT LOCATE THE CITATION IN A STANDARD INDEX:

Please list the exact place where you found the item listed.

3. Turn in your completed request card at either reference desk or to the Interlibrary Loan Office.

THESES

MASTERS THESES

List your reference as completely as possible on the thesis request form. Give a source of reference if possible, but since many theses are not indexed, we are not as concerned about verification.

Most libraries will lend copies of Masters theses for your use. Those few libraries who do not lend Masters theses will send us an estimate of the cost of purchasing microfilm and/or xerox copy. If you decide you want to pay the amount, the thesis would then be yours to keep.

PHD DISSERTATIONS

Many of these are accessible only by purchase through University Microfilms in Ann Arbor, Michigan. You should check Dissertations Abstracts in the reference area for verification. In addition to an abstract of the thesis, Dissertation Abstracts will give you the order number for ordering from University Microfilms. Cost from University microfilms is a flat rate of $5.00 for microfilm copy and $11.00 for xerox copy.

You may check with the Interlibrary Loan Department to see whether any given university will loan PhD dissertations.

FOREIGN DISSERTATIONS

Through our membership in the Center for Research Libraries (CRL) in Chicago, we have access to most foreign doctoral dissertations. CRL collects these on a regular basis, and if the thesis you need is in their collection, you will receive it within a week. If it is not, CRL will order it for you and you should have a copy in 4 to 6 weeks.

An exception is Russian (Soviet) dissertations. These are not available. However, Soviet law provides that the original contribution of every dissertation for which a degree is granted must be published in a journal or monograph at least six months before the candidate defends his/her dissertation. In most cases, this may be traced through appropriate bibliographies.

GOVERNMENT DOCUMENTS AND TECHNICAL REPORTS

GOVERNMENT DOCUMENTS

1. U.S. Government documents are indexed in the Monthly Catalog of U.S. Government Publications. They are NOT included in the card catalog. Check the Monthly Catalog for the appropriate years of publication to locate the document(s) you need and make note of the document number. Check the government document shelf list (located 2nd floor, far north wing) to determine whether the document you need is in the C.S.U. collection. Documents are shelved together in the far north wing of the second floor by government document number.

2. For U.S. documents we do not own, please list the Monthly Catalog document number, including volume and page, for verification of your document.

   IF YOU CANNOT LOCATE THE DOCUMENT IN THE MONTHLY CATALOG:

   Please list your source of reference completely, and copy the citation exactly as you found it.

3. For foreign government documents, please copy your reference exactly as you found it, together with a full identification of your reference source.

TECHNICAL REPORTS

(Please see Guide to Technical Report Literature. C.S.U. Libraries Publication No. 9)

1. Note all numbers listed in your reference. (N-numbers, AD, PB, JPRS, ED, etc.)

2. Technical reports are housed in the Technical Report Room (north wing, second floor, adjacent to the Document Office).

   Check the loose-leaf inventory records in the Technical Report Room to determine whether the Library owns the report you need.

3. Check appropriate indexes for verification of your citations. The major indexes for technical reports are:

   Government Reports Index
   Nuclear Science Abstracts
   Scientific and Technical Aerospace Reports
   Selected Water Resources Abstracts
   Research in Education (ERIC reports)

   IF YOU CANNOT LOCATE YOUR CITATION IN A STANDARD INDEX:

   Please list the citation exactly as you found it, including a careful listing of the reference.

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